

NEW JERSEY DEPARTMENT OF COMMUNITY AFFAIRS

JOB VACANCY POSTING

POSTING NUMBER:	HR-0002	ISSUE DATE:	January 12, 2016
TITLE:	Building Services Coordinator 1	CLOSING DATE:	January 26, 2016
DIVISION / UNIT:	Building Services/ Office Services	SALARY RANGE:	S21: \$51,529.95 - \$72,953.46
LOCATION:	101 South Broad Street Trenton, NJ		
POSITIONS:	1	DISTRIBUTION:	DEPARTMENT

DESCRIPTION OF MAJOR DUTIES: Under direction of a supervisory official in a state department, institution, or agency, supervises and evaluates the activities of the unit and is responsible for the environmental and operational needs (office layouts, alterations, decorating, telephone facilities, telecommunication’s requirements, and so forth) for the division or the department at all locations throughout the state; does related work as required.

REQUIREMENTS:

EXPERIENCE:

Four (4) years of experience in property maintenance, including approving completed work and arranging for payment of outside contractors, one (1) year of which shall have been in a supervisory capacity.

LICENSE:

Appointee will be required to possess a driver's license valid in New Jersey only if the operation of a vehicle, rather than employee mobility, is necessary to perform the essential duties of the position.

Please submit a resume and any required documents (licenses, certification and or transcripts) along with a letter of interest, including a phone number, by the closing date to:

Office of Human Resources
New Jersey Department of Community Affairs
HR#0002
101 South Broad Street
PO Box 800
Trenton, New Jersey 08625
Resumes may be emailed to:
resume1@dca.state.nj.us

NOTE: Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the “New Jersey First Act,” all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.

The New Jersey Department of Community Affairs is an Equal Opportunity Employer